



NIEHS

Business Breakout Session



- Grants Management Issues
- The Application Process

W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M

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Grants Management Issues

- Notice of Grant Award
 - Sign up now to receive the NGA electronically.
<http://grants1.nih.gov/grants/guide/notice-files/not98-129.html>
- Electronic Submission of FSR
 - http://odoerdb2.od.nih.gov/gmac/topics/fsr_elec_users_guide.html

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Grants Management Issues

- FSR are due to NIH on or before 11/29.
- Fax a copy of the FSR to Carolyn Mason.
- Carryover requests are due to Carolyn Mason on or before 02/15.
- Carryover request received after 04/15 handled on an exception basis only.

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Grants Management Issues

- Postaward Prior Approvals
 - Must be signed by the authorized institutional official.
 - PI signature is appropriate.
 - Submit to Carolyn Mason with a cc to the Program Official.

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The Application Process

- RESPONDING TO AN RFA
- WHERE DOES IT GO?
- WHAT DO THEY WITH IT?

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The Application Process

- Original Application to Center for Scientific Review (CSR) NIH
- Additional Copies to the Scientific Review Branch (SRB) NIEHS

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The Application Process

- SRB responsibilities:
 - Perform an administrative review
 - Manage and direct the initial review
 - Ensure that the technical merit of the review process is followed
 - Coordinate and disseminate information with NIEHS staff

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The Application Process

- Administrative Review
 - Adherence to guidelines
 - Key personnel
 - Biographical sketches
 - Font
 - Appropriate assurances
 - Budget

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The Application Process

- Manage and direct the initial review
 - Select a date for the review (Program and Grants Management availability)
 - Select the Peer Reviewers—Special Emphasis Panel
 - Oversee the initial review

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The Application Process

- Ensure that the technical merit of the review process is followed
 - Provide guidance to the SEP
 - Identify Conflict of Interest reviewers
 - Ensure confidentiality of the review

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The Application Process

- Coordinate and disseminate information with NIEHS staff
 - Gather reviewers comments
 - Enter reviewers scores into IMPAC II
 - Enter budget, human subject, and animal codes
 - Prepare Summary Statements

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The Application Process

- Common Pitfalls
 - Failure to carefully read and follow instructions in the PHS 398 and additional instructions provided in the RFA
 - Biographical sketch not provided for all key personnel
 - No evidence of experience to carry out activities stated in the application

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The Application Process

- Common Pitfalls (cont.)
 - Methods and procedures to be used are not adequately described
 - Overambitious proposal—proposal is unrealistic in terms of the time allocated to do the project
 - Improperly prepared budgets
 - Not using the PHS 398 budget page format

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The Application Process

- Common Pitfalls (cont.)
 - No formal letter(s) of commitment for collaborative participants
 - Overall quality of application is poor (e.g. typos, editing, organization, poorly identified sections, and illegible figures or tables)

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Business Breakout Session

QUESTIONS?

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